

Microsoft Office Specialist: Word

Earn the MOS: Microsoft Office Word certification!



Prerequisite:

LCT310 Introduction to Windows Environment or equivalent experience.

Summer and Fall 2017 Schedule

LCT0126 Introduction to Word 2016 (choose one)

Create, edit, format, save and print documents. Work with margins, page layouts and copy and paste. Students need Windows and mouse skills to keep pace with this course.

80021	LCT0126-001	Tuesday	6/27	9am – 4pm	HPC123	Tuition \$199 / Fees \$35
Fall 2017	LCT0126-001	Saturday	9/30	9am – 4pm	HPC123	Tuition \$205 / Fees \$35

LCT0226 Intermediate Word 2016 (choose one)

Explore some of the advanced features in Word including tabs, headers, footers, styles, advanced formatting, templates, mail merges and short cuts.

80034	LCT0226-001	Tuesday	7/11	9am – 4pm	HPC123	Tuition \$199 / Fees \$35
Fall 2017	LCT0226-001	Saturday	10/7	9am – 4pm	HPC123	Tuition \$205 / Fees \$35

LCT0326 Advanced Word 2016

Go beyond the basics and become the Word expert at your workplace! Learn how to use Word to create forms, long documents, how to display and work with them using macros and collaborating. You also will modify an HTML page in Word.

Fall 2017	LCT0326-001	Saturday	10/21	9am – 4pm	HPC123	Tuition \$205 / Fees \$35
-----------	-------------	----------	-------	-----------	--------	---------------------------

LWC0526 Microsoft Office Specialist Certification Self Prep Word – LWC0526-900 80739 – Fees \$155

The Microsoft Office Specialist (MOS) certification demonstrates you have the skills and ability to use a Microsoft Office application. Prepare for the MOS Word certification with a test preparation software tool which simulates the actual exam. Students will receive test preparation software and a certification exam voucher. Contact 847-925-6075 for more information.

This digital badge program can be completed in one semester.

Classes fill quickly!

Register today. Call 847.925.6300 or register online at harpercollege.edu/ce.

Visit us online at http://goforward.harpercollege.edu/ce/digital_badges/MOSWord.php or call 847.925.6075 for more information.

Harper College is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status or sexual orientation. 11750/11039